



# United States Department of Interior

National Park Service  
Joshua Tree National Park  
74485 National Park Drive  
Twentynine Palms, CA 92277-3597  
760-367-5500

## PROCEDURES FOR ACQUIRING A FILMING OR PHOTOGRAPHY PERMIT AT JOSHUA TREE NATIONAL PARK

1. Applicant: Please review these procedures for completing the application.  
**Short form application is for simple film/photo shoots consisting of not more than 10 people.**  
**Long form application is for any crews of 11 or more people or any shoot requiring set construction, road shots, generators, caterers or special activities.**
2. To obtain a Special Park Use Permit for commercial film or photography requires the following costs:
  - a. \$120.00 **non-refundable** application cost
  - b. \$195.00 processing cost (non-refundable if a permit application is processed)
  - c. In most cases a minimum of \$100.00 monitor cost (2 hours on-scene scouting/monitoring)Please mail application, checks and any other documents to above address. All checks should be made to the payment of: **National Park Service**. Contact Special Park Use Permit Office for online payment option.
3. With most film and photo permits a security deposit will be required. The amount of the deposit, ranging from \$1,000 to \$5,000, will be based on the complexity or size of the shoot. **This deposit can be in the form of a cashier's check or Money Order.** The deposit will be returned after all conditions of the permit have been fulfilled and all financial responsibilities have been met.
4. As of May 15, 2006 the National Park Service (NPS) has been directed by Congress to collect a fee to provide a fair return to the United States for the use of park lands. A film crew of 1 to 2 people, with camera and tripod only, is not charged this location fee. The following NPS location fee schedule applies:

Commercial Filming / Videos		Still Photography	
1 - 2 people, camera & tripod only	\$0/day		
1 -10 people	\$150/day	1-10 people	\$50/day
11-30 people	\$250/day	11-30 people	\$150/day
31-49 people	\$500/day	More than 30 people	\$250/day
50 or more people	\$750/day		

5. An original Certificate of Insurance, General Liability (min. \$1 million per occurrence) both pages are required. On the insurance certificate, the United States of America must be listed as additional insured (**additional named insured endorsement** RCL-99-13) as the following:

**United States of America  
Joshua Tree National Park  
74485 National Park Drive  
Twentynine Palms, CA 92277-3597**

6. The Special Park Use Program Coordinator reviews applications on a first come first serve basis and notifies the applicant if the complexity of the shoot requires any additional conditions or revisions to the normal permit process. Simple shoots within park Programmatic permitted locations should be processed generally in five business days. Complex shoots including outside Programmatic permitted areas will take a

month up to 90 working days. In most cases, film permits will be issued by appointment only at the Special Programs Office, Park Headquarters in Twentynine Palms, California **prior to filming.**

**National Park Service  
Joshua Tree National Park  
74485 National Park Drive  
Twentynine Palms, CA 9227**

Phone No. 760-367-5545

Fax No. 760-367-5586



**Application for Special Use Permit  
Commercial Filming/Still Photography**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Applicant Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax #:
Email:	Email:
Project name:	Telephone #:
Location manager	Cell phone #:
	E-mail:

**TYPE OF PROJECT:** Still photography    video/motion picture/film

**Detailed description of onsite activities** (attach additional pages as necessary):

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**LOCATION SCHEDULE**

Each date and each location must have an individual entry – use additional pages as necessary.

Date	Location	Start Time	End Time	Interior/ Exterior	Activity: Set-Up/ Film / Non-Filming /Breakdown	# of Cast & Crew*


\* number in this column should include all individuals present at the location

Description of equipment, backdrops, sets, props (attach additional pages if necessary). Please note if any of the following will be included: weapons, animals, minors, nudity):

**Number of Vehicles:**

Car, SUV or light truck \_\_\_\_\_ Vehicles greater than a 10,000 lbs. (class 3 or higher) \_\_\_\_\_

Have you physically visited the requested area?

☐Y ☐N

Do you plan on advertising or issuing a press release for this activity?

☐Y ☐N

**When answering yes to any of the following questions, provide additional information:**

Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity?

☐Y ☐N

Have you had previous permits from the National Park Service?

☐Y ☐N

Have you ever been denied a permit or had a permit revoked by a Federal agency? ☐Y

☐N

Have you forfeited a bond or other security for filming on Federal lands?

☐Y ☐N

Are there any pending Federal investigations against you which involved a commercial filming activity?

☐Y ☐N

Do you anticipate any security concerns? If yes, explain.

☐Y ☐N

**CONTACTS:**

**Person on location responsible for adherence to all terms & conditions of the permit:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

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**Note:** this is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee and processing cost in the form of a cashier's check, money order or personal check made payable to **National Park Service** to at the Park address found on the first page of this application. Making payment online option is available. Check with park Special Park Use Permit office for more information.

If your request is approved, a permit containing applicable terms and conditions will be sent to you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

**Notice to Customers Making Payment by Personal Check:** When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

## NOTICES

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement:** We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 15 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street NW (1237), Washington, D.C. 20240.

Title 18 U.S.C. Section 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.